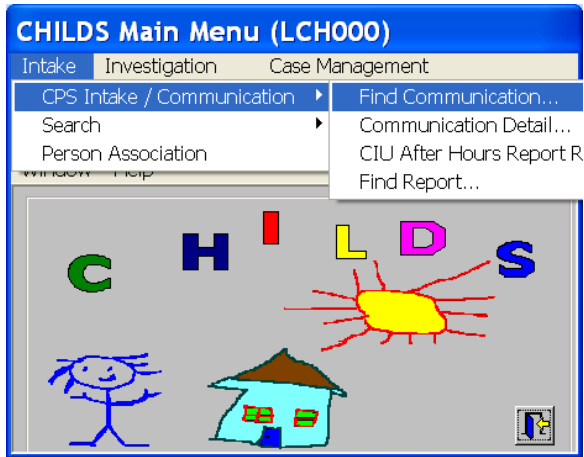


## How to Find Communications in CHILDS

Objective: To find communications in CHILDS using a participant, source, communication number, and/or received date/time range.



Communications are found in the **Communication Directory (LCH001)**.

From the **CHILDS Main Menu (LCH000)** select → **Intake** → **CPS Intake/Communication** → **Find Communication**.

The screenshot shows the 'Find Communication (LCH001F)' form. It has three main sections highlighted with red circles and numbers: 1. 'Person' section with 'Participant' and 'Source' fields. 2. 'Search For' section with radio buttons for 'Reports', 'Non-CPS Communications', 'All', and 'Incomplete Communications', and dropdowns for 'Type' and 'Tracking'. 3. 'Communication' section with fields for 'ID', 'Taken By', 'Begin Date', 'End Date', and 'Time' (AM/PM).

All communication searches will begin with **Find Communication (LCH001F)** which is broken into three searchable sections:

- 1) Search by participant or source
- 2) Search by communication type and/or tracking characteristic
- 3) Search by communication number or date/time range

This is another screenshot of the 'Find Communication (LCH001F)' form, identical to the previous one, but with a black arrow pointing to the 'Participant' field in the 'Person' section.

**Find in g co mmun i ca tions by p a rticip an t o r so u rce**

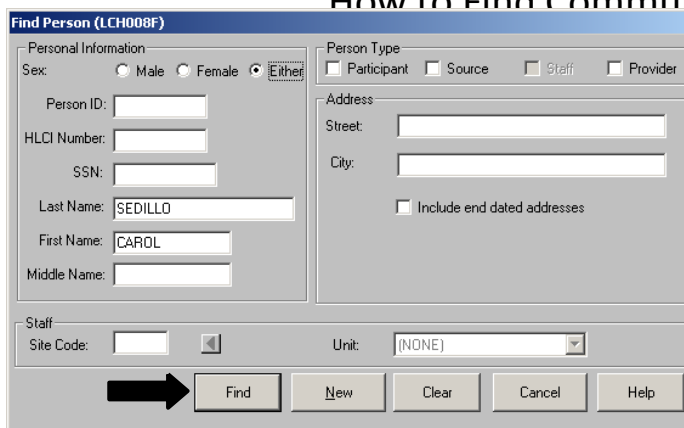
To find a communication by participant, select → **the Participant triangle** in **Find Communication**.

To find a communication by source, select → **the Source triangle** in **Find Communication**.

The remaining steps in this section are the same whether searching by participant or source.

## Arizona Department of Child Safety

### How to Find Communications in CHILDS



**Find Person (LCH008F)**

Personal Information

Sex: ☐ Male ☐ Female ☒ Either

Person ID:

HLCI Number:

SSN:

Last Name:

First Name:

Middle Name:

Person Type

☐ Participant ☐ Source ☐ Staff ☐ Provider

Address

Street:

City:

☐ Include end dated addresses

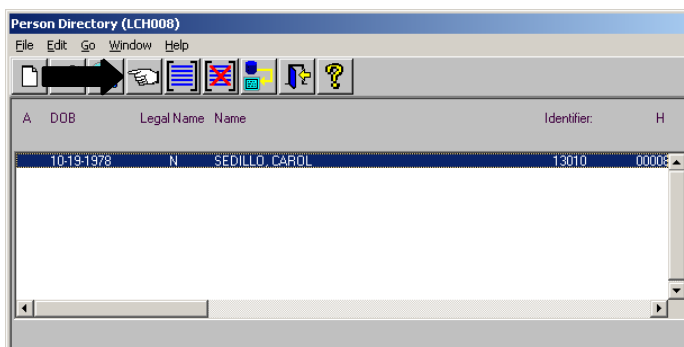
Staff

Site Code:  Unit:

**Find** **New** **Clear** **Cancel** **Help**

In **Find Person (LCH008F)**, enter the name, PID, or other search criteria for the person you are looking for. Select → **Find**.

In this example, we are looking for Carol Sedillo.



**Person Directory (LCH008)**

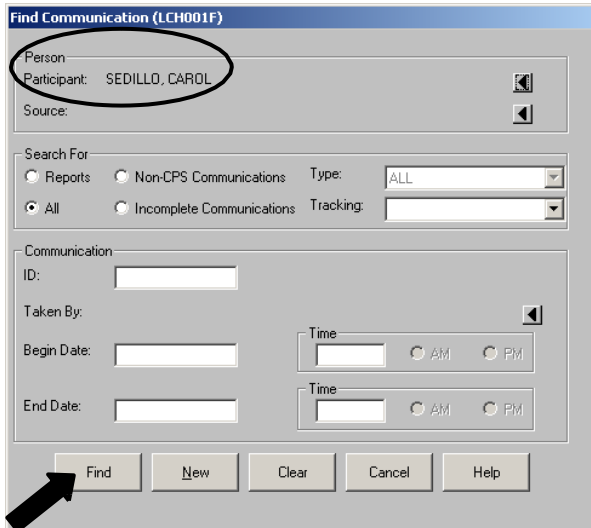
File Edit Go Window Help

10-19-1978 N SEDILLO, CAROL 13010 00008

A	DOB	Legal Name	Name	Identifier	H
	10-19-1978	N	SEDILLO, CAROL	13010	00008

All of the participants matching your search criteria will display in **Person Directory (LCH008)**. Highlight the participant you are searching for. Select → **Select** (hand icon) to pull the participant's name into **Find Communication**.

In this example, there is only one Carol Sedillo.



**Find Communication (LCH001F)**

Person

Participant:

Source:

Search For:

☐ Reports ☐ Non-CPS Communications ☒ All ☐ Incomplete Communications

Type:

Tracking:

Communication

ID:

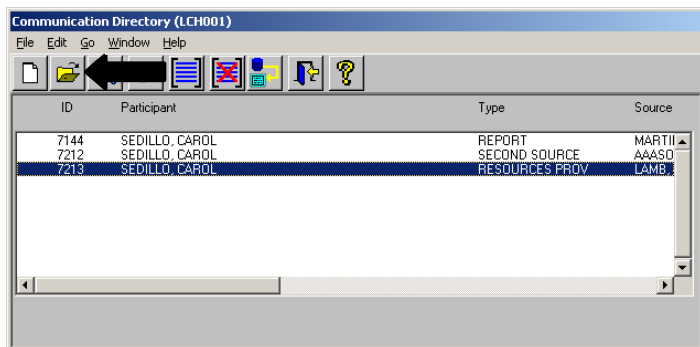
Taken By:

Begin Date:  Time:  AM  PM

End Date:  Time:  AM  PM

**Find** **New** **Clear** **Cancel** **Help**

Now that your participant's name is displayed in **Find Communication**, select → **Find**.



**Communication Directory (LCH001)**

File Edit Go Window Help

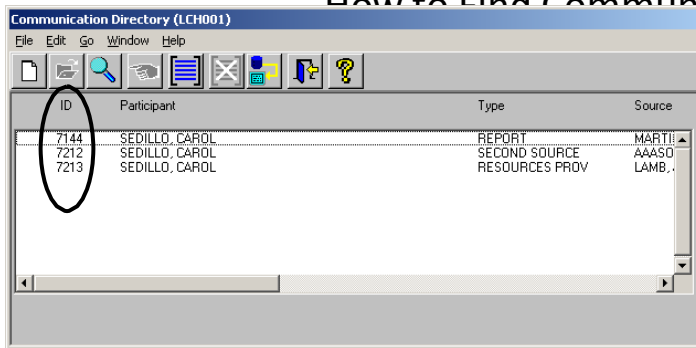
ID	Participant	Type	Source
7144	SEDILLO, CAROL	REPORT	MARTII
7212	SEDILLO, CAROL	SECOND SOURCE	AAASD
7213	SEDILLO, CAROL	RESOURCES PROV	LAMB

A list of every communication containing the person you searched for as a participant will display in **Communication Directory (LCH001)**. Highlight the communication(s) you want to view. Select → **Open** (yellow folder icon) to view details of the communication(s).

In this example, Carol Sedillo is a participant in three communications (report, second source, resources provided).

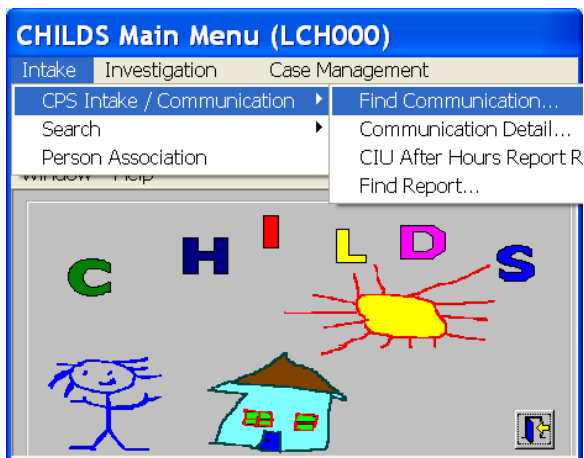
## Arizona Department of Child Safety

### How to Find Communications in CHILDS

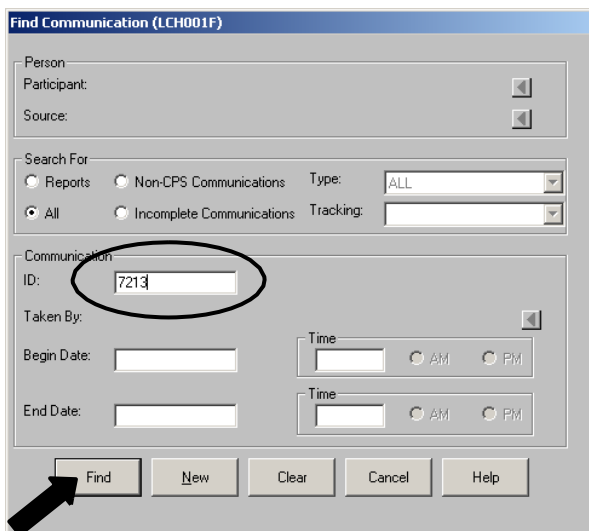


#### Find in g co mmun i ca tion s by co mmuni ca tion nu mb er

The communication ID is displayed on the left side of **Communication Directory**. This number is more commonly referred to as the communication number and can be used to find a specific communication.

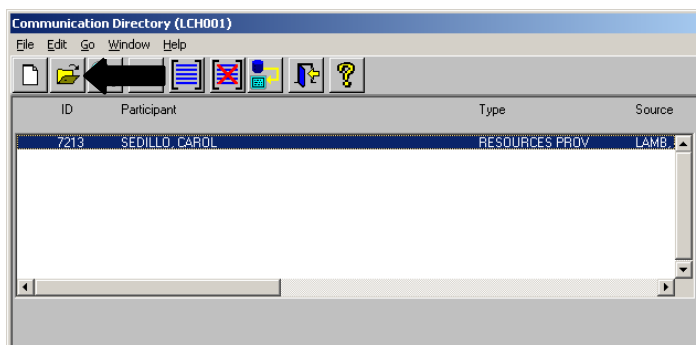


From the **CHILDS Main Menu (LCH000)** select → **Intake** → **CPS Intake/Communication** → **Find Communication**.



In **Find Communication**, enter the communication number in the ID field. Select → **Find**.

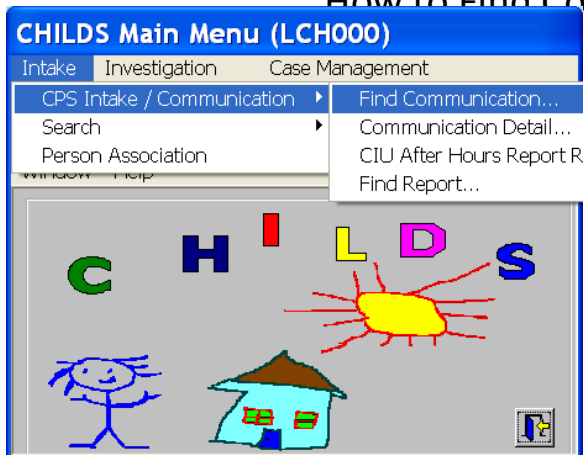
In this example, we are searching for communication number 7213.



One communication will display in **Communication Directory**. To view details of the communication, highlight it and select → **Open** (yellow folder icon).

## Arizona Department of Child Safety

### How to Find Communications in CHILDS



#### Find in g co mmun i ca tion s by received da te/time

From the **CHILDS Main Menu (LCH000)** select → **Intake**  
→ **CPS Intake/Communication** → **Find Communication**.

The screenshot shows the Find Communication (LCH001F) window. The search criteria are set to: Search For: All, Type: ALL, Tracking: (empty). The Begin Date is 06-15-2014 and the End Date is 06-15-2014. The Time range is 12:00 PM to 03:00 PM. The Find button is highlighted with a black arrow.

In **Find Communication**, enter the date range you want to search for in the Begin Date and End Date fields. Specific times can also be entered, but they are not required. Select → **Find**.

To narrow results, a participant or source search component can also be added when searching by date (see instructions on pages 1-2).

In this example, we are searching for all calls received between 12:00 pm and 3:00 pm on 06/15/14.

The screenshot shows the Communication Directory (LCH001) window. The search results are displayed in a table with columns: ID, Participant, Type, and Source. The results are:

ID	Participant	Type	Source
7212	SEDILLO, CAROL	SECOND SOURCE	AAASO
7213	SEDILLO, CAROL	RESOURCES PROV	LAMB

The Open button (yellow folder icon) is highlighted with a black arrow.

Every communication received during the designated timeframe will display in **Communication Directory**. Highlight the communication(s) you want to view. Select → **Open** (yellow folder icon) to view details of the communication(s).

## How to Find Communications in CHILDS

The screenshot shows the 'Find Communication (LCH001F)' window. The 'Search For' section has 'Non-CPS Communications' selected. The 'Type' dropdown is set to 'HOTLINE COMMUNI'. The 'Tracking' dropdown is empty. The 'Communication' section has 'Begin Date' set to '06-15-2014' and 'End Date' set to '12-15-2014'. The 'Time' dropdowns are set to 'AM'. The 'Find' button is highlighted.

*Find in g co mmun i ca tions of a c erta in type o  
r w i th a  
s peci fic tra cking ch a ra  
cteristic*

When searching for a communication by participant or date range, results may be overwhelming. To narrow the search, select a specific communication type and/or tracking characteristic using the radio buttons and drop downs in the middle section of **Find Communication**.

The screenshot shows the 'Find Communication (LCH001F)' window. The 'Participant' field is set to 'SMITH, BOB'. The 'Search For' section has 'Reports' selected. The 'Type' dropdown is set to 'ALL'. The 'Tracking' dropdown is set to 'DOM VIOLENCE-C'. The 'Communication' section has 'Begin Date' set to '06-15-2014' and 'End Date' set to '12-15-2014'. The 'Time' dropdowns are set to 'AM'. The 'Find' button is highlighted.

Using all of the above instructions, communications can be searched for using a combination of participant or source, communication type, tracking characteristic, and date range. Use whichever combination best meets your needs.

In this example, we are searching for all reports with a domestic violence tracking characteristic and Bob Smith as a participant received between 06/15/14 and 12/15/14.